

Filing in Suffolk Supreme Court For Unrepresented Litigants

Suffolk County now has electronic filing for all matters filed in Supreme Court. During the period of consolidated court operations (due to the COVID-19 pandemic) litigants who wish to file documents, including new applications in pending matters, are encouraged to do so electronically via the New York State Courts Electronic Filing System (NYSCEF). By filing electronically litigants can avoid coming to the Courthouse and can conveniently and easily file and serve documents at any time from any place. Fees can be paid on-line with a credit card or bank card. The system is easy to learn and simple to use. There is no fee for use of the system though regular filing fees must of course be paid. Detailed information and support for using e-filing through NYSCEF is available on the court web site at <https://iapps.courts.state.ny.us/nyscef/HomePage>.

If you are an unrepresented litigant, you do not have to use electronic filing. Electronic filing is not required for people who do not have an attorney. If you choose not to e-file, you will file and serve all court papers in paper form (or as you may otherwise be instructed by the court) and the other side must serve its court papers on you in paper form (unless otherwise instructed by the court). If you have questions on how you may file papers without using e-filing you can call the Suffolk County Supreme Court Clerk's office at:

For Matrimonial or Guardianship Matters call the Central Islip office at 631-740-3852, and for all other Civil Matters call the Riverhead office at 631-852-2401.

ADDITIONAL INFORMATION REGARDING E-FILING AND/OR COURT PROCEEDINGS

- E-Filing Websites: www.nycourts.gov/efile-unrepresented or NYSCEF at www.nycourts.gov/efile
- E-Filing Resource Center help – by email at nyscef@nycourts.gov or by phone at 646-386-3303
- CourtHelp Website: www.nycourts.gov/courthelp
- Use Court Locator to contact the court www.nycourts.gov/courts/index.shtml
- The Administrative and Legislative Rules that control electronic filing can be found on the NYSCEF website under the Rules & Legislation link.